

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

STAFF SERVICES MANAGER II (Managerial)—4969 /JY10

Or

STAFF SERVICES MANAGER III—4802 /JY05

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGE: **Staff Services Manager II (Managerial)**
\$6,173.00 - \$6,868.00

Staff Service Manager III
\$6,799.00 - \$7,474.00

WORKING TITLE: **Legislative Consultant**

DUTIES: Under the general direction of the Chief of Legislative and Governmental Affairs, the Legislative Consultant will independently perform as well as assist in performing varied and critical services for the State Auditor in the planning, organization, implementation, and evaluation of protocols, policies, and procedures. Areas of responsibility include, but are not limited to:

- Assisting in the planning, development, implementation, and evaluation of protocols and procedures related to Legislative Affairs area.
- Advising the Chief of Legislative Affairs on legislative perspectives, strategies, tactics, and processes.
- Assisting in establishing and fostering relationships with the Legislature, Governor's Office and state, federal and local government agencies.
- Monitoring the daily activities of the Legislature to, among other things, identify legislation and hearings that are important to the Bureau of State Audits.
- Assisting in responding to and providing information and technical assistance to the Legislature on a variety of critical areas including, but not limited to, audit ideas, developing audit scope, implementation of audit recommendations, conducting audit follow up, the Bureau of State Audits' budget, legislation of interest to the Bureau of State Audits, and any other assistance requested by the Legislature.
- Representing the Bureau of State Audits in meetings with legislative staff on legislative matters relevant to the Bureau of State Audits' operations. Also representing the Bureau of State Audits in meetings with stakeholders, legislative staff and state, federal, and local government agencies on Bureau of State Audits' issues and audit topics.
- Preparing and managing the preparation of analyses of audit requests and ideas, which includes conducting research, establishing audit objectives, and estimating budgets.
- Assisting in preparing and coordinating materials for legislative hearings, briefings, and meetings with the Legislature.

- Identifying, analyzing, and tracking proposed and enacted legislation that impact the Bureau of State Audits or result from Bureau of State Audit work.
- Preparing bill analyses on complex legislation that is important to or impacts the Bureau of State Audits.
- Working closely with executive, legal, and audit staff as necessary.
- Other duties and projects as assigned.

Duties will be commensurate with level of appointment.

DESIRABLE QUALIFICATIONS:

Knowledge of: All areas of the legislative processes and procedures; the organizational structure of the California State Legislature and federal, state and local government. How different agencies within California State Government and the California Legislature interact with each other and work together.

Ability to: Establish and maintain effective communications with legislators, legislative staff members, legislative committees, the Governor's Office, and federal, state and local governments. Research and analyze legislation and audit issues areas. Effectively communicate and contribute in an executive office setting.

DESIRABLE CHARACTERISTICS: Demonstrated ability to work effectively in a legislative and executive office setting.

HOW TO APPLY: Complete a standard state application (STD. 678). Send or deliver the completed application to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
(916) 322-7801 (fax)

*******In the 'remarks' section of the STD. 678 state your eligibility to apply for this position.**

FINAL FILING DATE: DECEMBER 8, 2010 OR UNTIL FILLED

SELECTION PROCESS: Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. After an initial screening of applications, bureau personnel will select only the most qualified candidates for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audits are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.